

DEPARTMENT OF THE ARMY  
U.S. ARMY MILITARY DISTRICT OF WASHINGTON  
FORT LESLEY J. MCNAIR, DC 20319-5058

MDW Regulation  
No. 350-5

22 June 2000

Training  
COMPANY COMMANDERS AND FIRST SERGEANTS TRAINING

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FOR THE COMMANDER:

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Colonel, GS  
Acting Chief of Staff

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A  
B  
C

OFFICIAL:

  
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Acting Adjutant General

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**History.** This publication was last printed on 31 January 1995. This printing publishes changes made since that date.

**Summary.** This regulation originally established the requirement for all U.S. Army Military District of Washington (MDW) company and equivalent level commands to attend the MDW Company Commanders and First Sergeants Training Course; guidelines for establishing and conducting the training; and funding responsibility for the training. In addition, as revised by this issue, responsibilities of the Deputy Chief of Staff for Support (DCSSPT) are updated.

**Applicability.** This regulation applies to all MDW staff offices, installations, and subordinate commands and activities.

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\*This regulation supersedes MDW Reg 350-5, 31 January 1995.

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**Supplementation.** Supplementation of this regulation is prohibited except on approval of the Commanding General, MDW.

**Suggested improvements.** The proponent of this regulation is the Office of the Inspector General, MDW. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) or in DA Form 2028 format if they are transmitted electronically, to Commander, MDW, ATTN: ANIG-AI, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058.

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## **1. Purpose**

This regulation establishes MDW policies and procedures for the conduct of the MDW Company Commanders and First Sergeants Training Course.

## **2. References**

Required and related references are listed in appendix A.

## **3. Explanation of abbreviations**

Abbreviations used in this regulation are explained in the glossary.

## **4. Responsibilities**

a. Commanders will ensure that all MDW company commanders and first sergeants are scheduled to attend this training within 90 days (before or after) assuming said duties. Other key company leaders such as company executive officers, platoon leaders, and platoon sergeants may attend the training on a space available basis.

b. The Deputy Chief of Staff for Personnel (DCSPER) will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

c. The Deputy Chief of Staff for Operations, Plans, and Security (DCSOPS) will--

(1) Ensure that all programmed training appears on long range and short range training calendars, in accordance with FM 25-100.

(2) Monitor and report, as appropriate, on the status and conduct of the training.

(3) Establish procedures for reporting the pre-command training status of current company commanders and first sergeants (trained or scheduled) on quarterly and semiannual training briefings.

(4) Conduct periodic review of the training status of company commanders and first sergeants (scheduled versus completed).

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d. The Deputy Chief of Staff for Support (DCSSPT) will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

e. The Deputy Chief of Staff for Resource Management (DCSRM) will ensure that course funds are properly programmed and expended through the budget review process (BRP).

f. The Command Chaplain will develop and conduct training as prescribed in paragraph 5, below.

g. The Provost Marshal (PM) will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

h. The MDW Safety Director will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

i. The Staff Judge Advocate (SJA) will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

j. The Public Affairs Officer (PAO) will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

k. The Inspector General (IG) will--

(1) Appoint a course coordinator to manage the MDW commanders and first sergeants training as outlined in this regulation.

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(2) Develop and conduct training as prescribed in paragraph 5, below.

(3) Appoint primary and alternate instructors.

(4) Track and compile costs associated with the training.

1. The Staff Medical Advisor (SMA) will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

m. The Defense Military Pay Office (DMPO) will--

(1) Develop and conduct training as prescribed in paragraph 5, below.

(2) Appoint primary and alternate instructors.

n. All commanders and staff principals immediately subordinate to Headquarters, MDW will--

(1) Appoint a point of contact (normally the S3 or Director of Plans, Training, Mobilization, and Security) to coordinate installation or activity training and resource requirements as outlined in this regulation.

(2) Establish internal procedures to comply with the policies and procedures outlined in this regulation.

(3) Include training status of current company commanders and first sergeants (scheduled or completed) in quarterly and semiannual training briefings.

(4) Notify the course coordinator promptly of any cancellations or absences (i.e., temporary duty travel (TDY), hospitalization) that will affect a student's ability to attend the course once enrolled.

(5) Ensure that personnel scheduled to attend this course comply with all pertinent instructions.

(6) Coordinate requests to attend this training with tenant organizations.

(7) Coordinate funding requirements (i.e., TDY, mileage) with individual organizations and activities.

**5. The training program**

a. The MDW Company Commanders and First Sergeants Training Course will be conducted semiannually during October and April.

b. Training will normally be scheduled during the first week (Tuesday through Thursday) of the designated month.

c. This course will be taught from the major Army command (MACOM) perspective.

**6. Scheduling procedures**

a. Nominations for attendance should be made by submitting a completed MDW Form 21-R-E (MDW Commanders and First Sergeants Training Course Registration Data) to Commander, MDW, ATTN: ANIG-AI, 103 Third Avenue, Fort Lesley J. McNair, DC 20319-5058. The registration form should be submitted as far in advance as possible. The MDW Form 21-R-E is available on the MDW local area network (LAN). It may also be reproduced locally on 8-1/2 by 11-inch paper. A copy for local reproduction is located at the back of this regulation.

b. Class dates will be issued at the beginning of each calendar year.

**7. Scheduling priority**

a. The MDW company commander or first sergeant assigned to the position.

b. The MDW company commander or first sergeant designees.

c. Tenant organization company commander or first sergeant assigned to the position.

d. Tenant organization company commander or first sergeant designees.

e. The MDW company executive officer assigned to the position.

f. Tenant organization company executive officer assigned to the position.

g. The MDW company executive officer designees.

h. The MDW platoon leader designees.

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- i. Platoon sergeant already in the position.

#### **8. Resources**

Sponsoring units are responsible for travel and per diem costs incurred through participation in this training. All training will be conducted at Fort Myer, Virginia. Participating units should report all costs associated with this training to the MDW IG for tracking.





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**Appendix A  
References**

**Section 1  
Required Publications**

**FM 25-100**  
Training the Force

**Section II  
Related Publications**

**AR 11-2**  
Internal Controls

**AR 20-1**  
Inspector General Activities

**AR 25-400-2**  
The Modern Army Recordkeeping System (MARKS)

**AR 27-1**  
Judge Advocate Legal Service

**AR 27-10**  
Military Justice

**AR 385-10**  
The Army Safety Program

**AR 600-9**  
The Army Weight Control Program

**AR 600-20**  
Army Command Policy

**AR 710-2**  
Supply Policy Below the Wholesale Level

**AR 735-5**  
Property Accountability

**FM 22-100**  
Military Leadership

**FM 22-102**

Soldier Team Development

**FM 25-101**

Battle Focused Training

**FM 26-2**

Stress in Army Operations

**FM 27-1**

Legal Guide for Commanders

**DOD 5500.7**

Joint Ethics Regulation (JER)

**DOD 6490.1**

Mental Health Evaluations of Members of the Armed Forces

**DOD 7050.6**

Military Whistleblower Protection

MDW Handbook for the Company Leadership Team (CLT)

**Section II**

**Prescribed Forms**

**MDW Form 21-R-E**

MDW Commanders and First Sergeants Training Course Registration Data (This form is available on the local area network.)

**Appendix B**  
**MDW Company Commander and First Sergeant Course Curriculum**

<u>SUBJECT</u>	<u>RESPONSIBLE AGENCY</u>
Course Overview/Command Policy	IG
Welcome	Command Group
Safety	Safety
Finance	DMPO
Property Accountability	DCSSPT
Army Substance Abuse Prevention	DPCA
Physical Security	PM
Personnel Actions	DCSPER
Senior Leaders Seminar	IG
Public Affairs	PAO
Reenlistment	DCSPER
Command Team Philosophy	Command Group
Legal Issues	SJA
Ethics	SJA
CID	CIDC
Chaplain Activities	Chaplain
Suicide Prevention	Chaplain
Stress Management	Staff Medical Advisor
Family Advocacy/Readiness	DCSPER
Consideration of Others	EO
Army Career Alumni Program	ACAP
Commander/1SG Seminar	IG



## **Glossary**

### **Section I Abbreviations**

**ACAP**

Army Career Alumni Program

**BRP**

budget review process

**CIDC**

U.S. Army Criminal Investigation Command

**CLT**

Company Leadership Team

**DCPCA**

Directorate of Personnel and Community Activities

**DCSPER**

Deputy Chief of Staff for Personnel

**DCSOPS**

Deputy Chief of Staff for Operations

**DCSRM**

Deputy Chief of Staff for Resource Management

**DCSSPT**

Deputy Chief of Staff for Support

**DMPO**

Defense Military Pay Office

**EO**

equal opportunity

**FM**

field manual

**1SG**

first sergeant

**IG**

inspector general

**JER**

joint ethics regulation

**LAN**

local area network

**MACOM**

major Army command

**MARKS**

The Modern Army Recordkeeping System

**MDW**

U.S. Army Military District of Washington

**PAO**

public affairs officer

**PM**

provost marshal

**SJA**

staff judge advocate

**SMA**

staff medical advisor

**S3**

operations and training officer (U.S. Army)

**TDY**

temporary duty travel

**MDW COMMANDERS AND FIRST SERGEANTS TRAINING  
COURSE REGISTRATION DATA**

(MDW Regulation 350-5)  
(See Privacy Act Statement on Reverse)

1. NAME (Last, First, Middle)	2. GRADE	3. DATE ASSIGNED TO POSITION								
4. UNIT/ORGANIZATION ADDRESS ( Include Zip Code)	PREVIOUS COMMAND/FIRST SERGEANT EXPERIENCE									
	7. LOCATION									
	8. DATE									
5. HOME ADDRESS (Include Zip Code)	9. POSITION									
	10. TEMPORARY HOUSING REQUIRED									
6. TRAVEL STATUS										
<table><tr><td><input type="checkbox"/></td><td>TDY</td><td><input type="checkbox"/></td><td>COMMUTE</td></tr><tr><td><input type="checkbox"/></td><td>OTHER</td><td colspan="2"></td></tr></table>			<input type="checkbox"/>	TDY	<input type="checkbox"/>	COMMUTE	<input type="checkbox"/>	OTHER		
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1 JAN 95

**PRIVACY ACT STATEMENT**

PRESCRIBING DIRECTIVES: AR 340-21

AUTHORITY: 5USC 552a

PRINCIPAL PURPOSE: To provide necessary information in order to accurately and expeditiously process course registration.

ROUTINE USE: Used for final processing of applicant's registration.

DISCLOSURE: Voluntary. If information is not provided, it will be impossible to accurately and expeditiously process registration.

REMARKS

REVERSE SIDE OF MDW FM 21-R-E, 1 JAN 95